

Required Performance Standards: Entered Employment – Contract to Date²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|--|--|---|---|
| <p><u>Entered Employment (EE):</u> Defined in Ops Memo 00-10:</p> <ol style="list-style-type: none"> Has a start date on or after the date of referral; <u>and</u>, Is prior to disenrollment from Work Programs; <u>and</u>, Is not a job change while employed by a temporary agency; <u>and</u> Fits any ONE of these criteria: <ol style="list-style-type: none"> From no job to an unsubsidized job. From one unsubsidized job to an additional unsubsidized job with a different employer. From a subsidized job to an unsubsidized job. From a full-time unsubsidized job to a different full-time unsubsidized job if there is an increase in gross pay. From a part-time unsubsidized job to a different full-time unsubsidized job if there is an increase in gross pay. From a part-time unsubsidized job to a different part-time unsubsidized job if there is an increase in gross pay. Meets the special condition for “temp to perm” hires or a W-2 CMC participant as described in the Operations Memo. <p><u>Participant:</u> A W-2 or FSET person who is in Referred (R), Scheduled (S) or Enrolled (E) system status in a W-2/FSET Agency Work Program office. Includes individuals carried in to the contract period, new referrals, transferred in, or with a ‘WW Begins’ transaction. Does not include Children First only, Welfare to Work only or participants with a CARES WP Registration code of L – Learnfare. CMC cases will be included in the denominator if there are intervening activities posted on WPCCH.</p> <p><u>Total Participants Served:</u> Each person meeting the definition of a participant will be counted once in the two-year contract period for a geographical area under the administration of one W-2 contract.</p> | <p><u>Numerator for Base & RFS:</u></p> <ul style="list-style-type: none"> ➤ Entered Employment field on WPEH = Y ➤ Entered Employment with Duration on WPEH as Full-Time >=30 days, or Part-Time >= 30 days ➤ Begin Date of Entered Employment must be between 1/1/2004 and 12/31/2005 ➤ Not deleted Entered Employment <p><u>Denominator:</u> W-2 and FSET applicants/participants except:</p> <ul style="list-style-type: none"> ➤ W-2 or FSET carried-in, referred, W-2 Begins, or transferred in and subsequently disenrolled, or transferred out with: <ol style="list-style-type: none"> no intervening activities; only enrollment or enrollment/orientation; or have one or more of the following FSET only transactions: <ul style="list-style-type: none"> Sanction Requested Sanction Pending Exemption Requested | <p><u>Numerator</u> = Total Number of Full-time and Part-time Entered Employments</p> <p><u>Denominator</u> = Total Work Contract Individuals Served</p> <p>The Base Contract Level is 35% or more.</p> <p>The Right of First Selection (RFS) for future contract level is 35% or more.</p> <p>Note: SSI participants will be removed from the denominator if they did not gain employment.</p> | <ul style="list-style-type: none"> ➤ Report #7: Entered Employment Placement Rate Performance Standard (CTD) <p><u>Companion:</u></p> <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #26 - WCIs with No EE in the Contract Period ➤ DWSCDW – PS45 Report #27 - EEs for WCI With Duration Less Than 30 Days ➤ DWSCDW – PS45 Report #34 - WCIs Without an EE or With EE(s) Less Than 30 Days ➤ DWSCDW – PS45 Report #36 - WCIs (Carry-in) for EE Placement Performance Standard ➤ DWSCDW - PS45 Report #44 - Entered Employment Placement Rate Performance Standard (CTD) Detail Report |

Required Performance Standards: Basic Educational Activities – Point in Time²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|---|---|---|--|
| <p><u>Basic Educational Activities:</u> Adult W-2 participants who do not have a high school diploma or its equivalency as indicated on ANSE. Basic education activities include basic education (BE), English as a second language (EL), GED (GE), High School Equivalency (HE), job skills training (JS), literacy skills (LS), and regular high school (RS).</p> <p>This standard does not apply to FSET participants, W-2 case management, Welfare to Work, Learnfare or CMC participants.</p> | <p>Participants are selected from ACWI, where there is an open W-2 placement type of W-2 T, CSJ, CS1 CS2, CS3 or TJB, and no W-2 end date. Only participants who do not have a high school diploma or equivalency as designated on ANSE are selected.</p> | <p><u>Numerator</u> = All selected participants with less than a high school education and a valid begin date for the activities (components) BE, EL, GE, HE, JS, LS, RS and end date is greater than or equal to the last day of the report month.</p> <p><u>Denominator</u> = Total selected participants with less than a high school education in a W-2 subsidized placement (W-2 T, CSJ, CS1, CS2, CS3, or TJB) as of the last day of the report month.</p> <p>The Base Contract level is 66% or more.</p> <p>The Right of First Selection (RFS) for future contract level is 66% or more.</p> | <p>➤ Report # 2: Basic Educational Activities Performance Standard</p> <p><u>Companion:</u></p> <p>➤ DWSCDW – PS45 Report #23 - Activities for Individuals Not Meeting BEA Standard</p> <p>➤ DWSCDW - PS45 Report #41 - Basic Educational Activities Performance Standard (PIT) Detail Report</p> |

Required Performance Standards: Literacy and Numeracy Gains Successful Completion – Contract to Date²

| Definitions ⁶ | Selection Criteria ^{7,8} | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|---|--|---|---|
| <p><u>Literacy and Numeracy Gains Successful Completion:</u> Measures the success of W-2 participants in completing assigned educational activities. The qualifying activities (components) for this performance standard include basic education (BE), literacy skills (LS), English as a second language (EL).</p> <p>The tests to be used to determine successful completion are listed in endnote 7.</p> <p><u>Participant:</u> A W-2 participant who is in Referred (R), Scheduled (S) or Enrolled (E) system status in a W-2 Agency Work Program office. Includes individuals carried in to the contract period, new referrals, transferred in, or with a 'WW Begins' transaction. Does not include FSET, Children First only, Welfare to Work only, or participants with a CARES WP Registration code of L – Learnfare.</p> | <ul style="list-style-type: none"> ➤ All W-2 participants in paid and unpaid placements. * Note: CMCs are included. ➤ Activity (component/status) is completed during contract period. Only Actual phase is considered. <p><u>Assumptions:</u></p> <ul style="list-style-type: none"> ➤ Count individual once in denominator. ➤ Count successful completion once per individual. <p><u>Examples:</u></p> <ol style="list-style-type: none"> 1. A participant enters ESL and completes Level 1 ESL successfully. The participant enters Literacy skills and also completes successfully. The participant is counted only once in the both the numerator and denominator. 2. The participant completes BE unsuccessfully, and later enters and successfully completes LS. The person is counted once in both the numerator and denominator. | <p><u>Numerator =</u> Total number of participants in W-2 who successfully completed any one of the activities (components) BE, EL, LS.⁸</p> <p><u>Denominator =</u> Total number of W-2 participants who completed a qualifying activity.</p> <p>The Base Contract Level is 45% or more of the selected W-2 participants who successfully complete one of the counted education activities. Successful completions are determined by ending a qualified Educational Activity with the code of A. Educational Activities that end as a result of employment and with the completion code of N will be removed from the denominator.</p> <p>The Right of First Selection (RFS) for future contract level is 45% or more.</p> <p>NOTE: The same standardized testing tool must be used to test participant's beginning and ending levels (see endnote 7). In order to claim a successful completion, the post-test must show that the participant has moved up by at least one Educational Functioning Level on the "Educational Functioning Level Descriptors" chart attached to this Information Map (see endnote 8).</p> | <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #05 - Literacy and Numeracy Gains Successful Completion <p><u>Companion:</u></p> <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #25 - Activities for Individuals Not Meeting Literacy and Numeracy Gains (CTD) ➤ DWSCDW – PS45 Report #42 - Literacy and Numeracy Gains Performance Standard (CTD) Detail Report |

Required Performance Standards: Attainment of Degree or Certificate Attainment – Contract to Date²

| Definitions ¹ | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|--|--|--|--|
| <p><u>Degree or Certificate Attainment (DCA):</u> Measures the success of W-2 participants in completing assigned educational activity and job skills training. The qualifying activities (components) for this performance standard include GED (GE), HSED (HE), job skills training (JS), Technical College (TC), and regular high school (RS).</p> <p><u>Participant:</u> A W-2 participant who is in Referred (R), Scheduled (S) or Enrolled (E) system status in a W-2 Agency Work Program office. Includes individuals carried in to the contract period, new referrals, transferred in, or with a 'WW Begins' transaction. Does not include FSET, Children First only or Welfare to Work only or participants with a CARES WP Registration code of L – Learnfare.</p> | <ul style="list-style-type: none"> ➤ All W-2 participants in paid and unpaid placements. * Note: CMCs are included. ➤ Activity (component/status) is completed during contract period. Only Actual phase is considered. <p><u>Assumptions:</u></p> <ul style="list-style-type: none"> ➤ Count individual once in denominator. ➤ Count successful completion once per individual. <p><u>Examples:</u></p> <ol style="list-style-type: none"> 1. A participant enters TC and successfully obtains degree. The participant enters GED and also completes successfully by obtaining GED Certificate. The participant is counted only once in both the numerator and denominator. 2. The participant completes TC unsuccessfully, and later enters and successfully completes JS. The person is counted once in both the numerator and denominator. | <p><u>Numerator =</u> Total number of participants in W-2 who successfully completed any one of the activities (components) GE, HE, JS, RS, TC.</p> <p><u>Denominator =</u> Total number of W-2 participants who completed a qualifying activity.</p> <p>The Base Contract Level is 45% or more of the selected W-2 participants who successfully complete one of the counted education activities. Successful completions are determined by ending a qualified educational activity with the code of A. Educational activities that end as a result of employment and with the completion code of N will be removed from the denominator.</p> <p>The Right of First Selection (RFS) for future contract level is 45% or more.</p> | <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #06 – Attainment of Degree or Certificate Performance Standard (CTD) <p><u>Companion:</u></p> <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #24 – Activities for Individuals Not Meeting DCA Standard by Completed Activity Reason (CTD) ➤ DWSCDW – PS45 Report #43 – Attainment of Degree or Certificate Performance Standard (CTD) - Detail Report |

Required Performance Standards: Assessment for Appropriate W-2 Placement – During the Month²

| Definitions ⁴ | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|--|---|---|---|
| <p><u>Assessment for Appropriate W-2 Placement:</u> Assessment services refer to the set of evaluations that each W-2 participant who is placed in a subsidized or unsubsidized employment position (with the exception of CMC cases) receives.</p> <p>A. For W-2: Participants who are placed in any subsidized or unsubsidized W-2 placement (with the exception of CMC cases), either initially or as movement from one placement to another, must have an informal assessment completed and documented on WPED within 30 calendar days before or after the date that W-2 placement begins.</p> <p>B. For W-2 Transition Cases only: Participants who are placed in a W-2 Transition (W-2 T) must have a formal assessment initiated or completed and documented in CARES within 30 calendar days before or after beginning a W-2 T. This formal assessment must be by a medical or mental health/AODA health professional, Division of Vocational Rehabilitation (DVR) counselor or similarly qualified assessing agency or business. Both A and B must be met.</p> | <ol style="list-style-type: none"> 1. Calculated only for W-2 participants. 2. The formal assessment codes are AA, AV, AD, AL, AM, as found on WPCH. The activity code of CD will also be allowed to meet this standard. 3. We will be disregarding same consecutive W-2 placements i.e., W-2 T placement ends on 6/30/02 and new W-2 T placement begins on 7/1/02. <p>Note: Informal Assessment completion is tracked by answering the assessment question on WPED and completing the entire CARES Assessment driver flow, which begins with WPED and ends with WPRU.</p> | <p>A. <u>For W-2 placements:</u></p> <p><u>Numerator</u> = Total number of W-2 placements for which an informal assessment was completed and documented within 30 calendar days.</p> <p><u>Denominator</u> = Total number of W-2 placements beginning during contract period for all W-2 participants.</p> <p>B. <u>For W2-Transition:</u></p> <p><u>Numerator</u> = Total number of W-2 T placements for which a formal assessment was initiated or completed with a successful completion code of A or P and documented within 30 calendar days.</p> <p><u>Denominator</u> = Total number of W-2 T placements beginning during contract period for all W-2 participants. Both calculation results must meet respective base rates to meet the performance standard.</p> <p><u>For W-2 Placements:</u> (A)Base Contract and RFS is at least 80%.</p> <p><u>For W-2 Transition:</u> (B)Base Contract and RFS is at least 80%.</p> | <p>➤ Report # 1: Assessment for Appropriate W-2 Placement Performance Standard</p> <p><u>Companion:</u></p> <p>➤ DWSCDW – PS45 Report #38 - W2 Placements Not Meeting the Informal Assessment Standard</p> <p>➤ DWSCDW – PS45 Report #39 - W2T Placements Not Meeting the Formal Assessment Standard</p> <p>➤ DWSCDW – PS45 Report #40 – Informal Assessment for Appropriate W-2 Placement Performance Standard Detail Report</p> <p>➤ DWSCDW – PS45 Report #50 – Formal Assessment Due Report</p> <p>➤ DWSCDW – PS45 Report #51 – Informal Assessment Due Report</p> <p>➤ DWSCDW – PS45 Report #52 – Formal Assessment for Appropriate W-2 Placement Performance Standard Detail Report</p> |

Required Performance Standards: Customer Satisfaction – Contract-to-Date²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|---|---|---|---|
| <p><u>Customer Satisfaction:</u> Customer Satisfaction refers to the delivery of services by the W-2 agencies with the aim of satisfying customers. This includes FSET and W-2 participants.</p> <p>Each agency must achieve a minimum average score as indicated on a 10-point scale on each of the following questions:</p> <ol style="list-style-type: none"> 1. Your W-2/FSET worker clearly explained what programs and services were available to you and your family and what you had to do to get services under the W-2/FSET program. 2. Staff returned phone calls within 2 business days. 3. Staff set up meeting times that fit into my work schedule. 4. Overall, considering all these things, you are satisfied with the service you received from the ENTIRE W-2/FSET staff in the past two months | <ol style="list-style-type: none"> 1. All W-2 participant agencies. 2. Work program Carry Ins (WCI) active at the end of the month and have at least 60 consecutive days in the same office, with the exception of the end of February and the end of March needing only 59 consecutive days (due to February being a short month). Or, WCI's closed during the month with at least 60 days of service. | <p>Manual calculation will be performed by DWS.</p> <p>For each measure:</p> <p><u>Numerator =</u> Total scores for all surveys</p> <p><u>Denominator =</u> Total number of surveys</p> <p>The score should be equal to or greater than:</p> <ul style="list-style-type: none"> • Question 1 – 7.4 • Question 2 – 7.0 • Question 3 – 7.3 • Question 4 – 7.4 | <p>➤ DWSCDW - PS45 Report # 4: Customer Satisfaction Performance Standard</p> |

Required Performance Standard: Contract Performance (6 Sections)²

Overview: Agencies must meet the following 6 sections for the entire contract period – If at any time the agency fails to meet this standard within the 2 year contract period the Right of First Selection may be revoked.

Financial Management – Contract-to-Date

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|---|--------------------|--|--|
| <p>1st Section <u>Financial Management:</u> Meeting Financial Management under the performance standards for the 2004-2005 W-2 and Related Programs Contract means an agency must have submitted timely audits as required by the Contract and must have no significant audit findings as determined by the Department in its Single Agency Audits, or any audits conducted by the Legislative Audit Bureau (LAB) or the Department.</p> <p>Both the amount of dollars involved in an audit finding and the nature of the audit finding will be considered by the Department in determining if the finding is “significant”.</p> <p>An annual listing of agencies that meet this standard will be provided.</p> | Not applicable. | No calculation. | DWSCDW-PS45 Report #03 Contract Compliance and Financial Management Report (annual report) |

Contract Compliance – Contract-to-Date²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|--|--------------------|--|--|
| <p>2nd Section</p> <p><u>Contract Compliance:</u> Contract Compliance means an agency has implemented the W-2 and related programs under the 2004-2005 W-2 and Related Programs Contract and is not and has not been made subject by the Department to a Corrective Action Plan for substantial non-compliance as determined by the Department.</p> <p>The Department's records of which agencies have been made subject by the Department to a Corrective Action Plan for substantial non-compliance will be taken into account when determining whether this standard has been met.</p> <p>An annual listing of agencies that meet this standard will be provided.</p> | Not applicable. | No calculation. | DWSCDW-PS45 Report #03 Contract Compliance and Financial Management Report (annual report) |

Recorded Employment Placement Rate – Contract to Date²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|---|--|---|---|
| <p>3rd Section <u>The Recorded Employment Placement Rate:</u> Measure all FSET and W-2 participants who have earnings recorded on the UI wage database.</p> <p>Please see “Use of UI Data” paper at the end of this chart for complete definition of denominator and numerator.</p> | <p>For W-2 and FSET Participants: The denominator for Recorded Employment using Unemployment Insurance wage data includes:</p> <p>All individuals who left FSET or a W-2 non-CMU/CMF placement in the event quarter and did not return to either FSET or a W-2 non-CMU/CMF placement in any of the following three quarters.</p> <p>The numerator for Recorded Employment will include: Of those in the denominator, the percentage with recorded UI earnings in the 1st quarter after the event quarter.</p> | <p>UI Recorded Employment Benchmark: 48.1%</p> <p>Border County Credit: 16.3%</p> | <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #14 – Recorded Employments using UI Wage Data Performance Standard ➤ DWSCDW - PS45 Report #45 - Recorded Employments using UI Wage Data Performance Standard (CTD) Detail Report ➤ First Reports will not be available until 2/10/05 |

Job Retention Rate – Contract to Date²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|--|--|---|---|
| <p>4th Section <u>Job Retention Rate:</u> Measure all FSET and W-2 participants who have earnings recorded on the UI database.</p> <p>Please see “Use of UI Data” paper at the end of this chart for complete definition of denominator and numerator.</p> | <p>For W-2 and FSET Participants:</p> <p>The denominator for Job Retention using Unemployment Insurance wage data will include:</p> <p>All individuals who left FSET or a W-2 non-CMU/CMF placement in the event quarter and did not return to either FSET or a W-2 non-CMU/CMF placement in any of the following three quarters.</p> <p>The numerator for Job Retention will include: Of those in the denominator, the percentage with recorded UI earnings in each of the 3 quarters after the event quarter.</p> | <p>UI Job Retention Benchmark: 30.8%</p> <p>Border County Credit: 10.2%</p> | <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #15 – Job Retention using UI Wage Data Performance Standard ➤ DWSCDW - PS45 Report #45 – Job Retention using UI Wage Data Performance Standard (CTD) Detail Report ➤ First Reports will not be available until 2/10/05 |

Earnings Gain – Contract-to-Date²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|---|---|--|---|
| <p>5th Section <u>Earnings Gain:</u> Measure all FSET and W-2 participants who have earnings recorded on the UI database. Please see “Use of UI Data” paper at the end of this chart or complete definition of denominator and numerator.</p> | <p>For W-2 and FSET Participants Only:</p> <p>The denominator for Earnings Gain using Unemployment Insurance wage data will include:</p> <p>All individuals who left FSET or a W-2 non-CMU/CMF placement in the event quarter and did not return to either FSET or a W-2 non-CMU/CMF placement in any of the following three quarters.</p> <p>The numerator for Earnings Gain will include: Of those in the denominator, the percentage with recorded UI earnings in the 1st and 3rd quarters after the events quarter, where the amount earned in the 3rd quarter is greater than the amount earned in the 1st quarter.</p> | <p>UI Earnings Gain Benchmark: 17.5%</p> <p>Border County Credit: 8.4%</p> | <ul style="list-style-type: none"> ➤ DWSCDW – PS45 Report #16 – Earnings Gain using UI Wage Data Performance Standard ➤ DWSCDW - PS45 Report #45 – Earnings Gain using UI Wage Data Performance Standard (CTD) Detail Report ➤ First Reports will not be available until 2/10/05 |

Acceptable Level of Performance and Monitoring²

| Definitions | Selection Criteria | Base Contract & RFS Calculation (Numerator/Denominator) | Reports |
|--|--|---|---|
| <p>6th Section</p> <p><u>Acceptable Level of Performance & Monitoring:</u></p> <p>Agencies will need to maintain an acceptable level of performance and monitoring. Acceptable level of Performance will be measured by the ongoing results of the Entered Employment, Basic Education Activities, Literacy and Numeracy Gains, Degree or Certificate Attainment, Customer Satisfaction Survey, and Assessment for Appropriate W-2 Placement.</p> | <p>See individual criteria for each of the required standards in prior sections.</p> <p>Random monitoring will be occurring through the Division of Workforce Solutions.</p> | <p>Must maintain base level performance for each of the required standards as stated in prior sections.</p> | <p>DWSCDW-PS45 Report #01</p> <p>DWSCDW-PS45 Report #02</p> <p>DWSCDW-PS45 Report #04</p> <p>DWSCDW-PS45 Report #05</p> <p>DWSCDW-PS45 Report #06</p> <p>DWSCDW-PS45 Report #07</p> <p>DWSCDW-PS45 Report #10</p> |

Information Only Performance Standards: Barriers Screened – Contract-to-Date^{2,10}

| Definition | Selection Criteria | Reports |
|---|--|---|
| <p><u>Barriers Screened:</u> Measures the timely completion rate of W-2 participants who are required to be offered the Barrier Screening Tool. The numerator would include the number from the denominator of individuals that completed* the barrier screening tool.</p> <p>Agencies have 30 days from the date of entered placement to complete the BST on required individuals. If a participant is in the placement for less than 30 days they will be excluded from the denominator.</p> <p>*Completed = All cases that finished the Barrier Screening Tool and all those that declined and have the appropriate entries made on the Barrier Screening Tool Web Application.</p> | <p><u>Denominator:</u> The denominator includes all W-2 participants placed in W2T, CSJ, CS1, CS2, CS3, TJB and CMS during the contract period who had</p> <ul style="list-style-type: none"> • no screening since current W-2 begin date • no screening during previous W-2 episodes that have not been closed for a full year. <p>If the placement did not last for more than 30 days then the placement will not be counted for this standard unless it was preceded by one of those seven placements mentioned above with no gap. In this situation, the 30 day screening check will be performed against the placement begin date of the first placement.</p> <p><u>Numerator:</u> The numerator includes the number from the denominator of individuals that completed (Completed plus Declined to Respond status) the barrier screening tool in a timely manner (screened within 30 days of placement).</p> | <ul style="list-style-type: none"> ➤ DWSCDW - PS45 Report #17 - Barriers Screened Info Only Performance Standard (CTD): ➤ DWSCDW - PS45 Report #48 - Barriers Screened Info Only Performance Standard (CTD) Detail Report |

Information Only Performance Standards: Barriers Assessed – Contract to Date^{2, 10}

| Definition | Selection Criteria ⁵ | Reports |
|--|---|--|
| <p><u>Barriers Assessed:</u> Measure the rate in which a participant is referred to or has a formal assessment recorded due to the possible barriers identified from the barrier screening.</p> <p>The formal assessment codes are AA (AODA Assessment), AV (Domestic Violence), AD (Disability Assessment), AL (Physician's Assessment), AM (Mental Health Assessment), as found on WPOCH. The activity code of CD (Caring for Disabled Child) will <u>not</u> be allowed to meet this standard.</p> | <p>Denominator: The number includes W-2 participants from Barriers Screened standard denominator who had</p> <ul style="list-style-type: none"> ➤ completed (only Completed status) screening ➤ at least one of the 'Referral or Assessment completed' switches on the functional section of the follow up screen set to 'Y' OR ➤ at least one of the action codes from Screen 2 or Domestic Abuse sections of the follow up screen is either '5' or '6'. <p>Numerator:</p> <p>The number includes the number from the denominator of individuals who had</p> <ul style="list-style-type: none"> ➤ an open formal assessment component with phase code 'A – Actual' or 'S – Scheduled' during the 30 day period which starts from original screening completion date OR ➤ a formal assessment that was completed during the 30 day period which starts from original screening completion date with completion reason code of 'A', 'B' or 'P'. | <ul style="list-style-type: none"> ➤ DWSCDW - PS45 Report #18 - Barriers Assessed Info Only Performance Standard (PIT) ➤ DWSCDW - PS45 Report #49 - Barriers Assessed Info Only Performance Standard (PIT) Detail Report |

Information-Only Performance Standards: Timely Entry of Extension Decisions^{2,9}

| Definitions ³ | Selection Criteria | Calculation (Numerator/Denominator) | Reports |
|---|---|---|--|
| <p><u>Timely Entry of Extension Decisions:</u> This refers to the Agency Decision entry on AIWC in CARES by the W-2 agency based on the 24 month and 60 month policies.</p> <ol style="list-style-type: none"> 1. Extension information, including non-extension decisions by the W-2 agency or DWD as well as extension approvals, must be entered into CARES timely. Timely CARES documentation is described in policy and includes proper notification to the participant of extension decisions. 2. See Operations Memo 04-13 for further clarification on the process for entering extension decisions. http://dhfs.wisconsin.gov/em/ops-memos/2004/pdf/04-13.pdf | <ol style="list-style-type: none"> 1. For W-2 participants in subsidized positions only. 2. Entries for 24 month clock are considered timely if made between the 18th and 20th months. 3. Entries for the 60 month clock are considered timely if made between the 49th and 56th months. | <p><u>Numerator</u> = Total number of extension decisions entered in a timely manner.</p> <p><u>Denominator</u> = Total number of cases that have hit the 20th or the 56th month on their clocks.</p> | <ul style="list-style-type: none"> ➤ 'DWSCDW - PS45 Report #10: Timely Entry of 24 and 60 Month Extension Request Performance Standard (CTD) ➤ 'DWSCDW - PS45 Report #11: Timely Entry of 24 and 60 Month Extension Request Performance Standard (CTD) Detail Report ➤ DWSCDW – PS45 Report #54: Timely Entry of 24 and 60 Month Extension Requests Weekly Due Report |

End Notes:

- (1) Job Skills Training has a new definition to more clearly define what can be labeled job skills training. The new definition reads: When a participant is engaged in a total of 40 hours or more of classroom training in an approved vocational/occupational program of instruction. Job Skills Training examples include Certified Nursing Assistant (CNA), welding, hospitality, data entry, and other short-term training programs. The training activity must be specific to the participant's immediate employment goal.
- (2) Questions and Answers (Q&A's) will be distributed as needed throughout the contract period and six (6) months prior to the contract start date to address questions that have been asked by local agencies. The Q&A's are an official Department communication and will be viewed as the Department's clarification to questions in the Information Map.
- (3) Timely Entry of Extensions – All cases that are in a paid W-2 placement and leave during the 20th or 56th month of the placement to an unsubsidized or closed case must have an extension decision entered into CARES or the case will not meet the standard. All cases that are in a paid W-2 placement and during the 20th month change to a different W-2 paid placement only the clock of the last paid W-2 placement will tick.
- (4) Assessments – If a placement is less than 30 days, and the formal or informal assessment has not been completed – the case will not be included in the numerator or the denominator.
- (5) For this performance standard only 5 and 6 will be selected.

| <u>Action Code</u> | <u>Description</u> |
|--------------------|---|
| 0001 | No action needed. |
| 0002 | Determine if referral to physician, DVR or private vocational rehabilitation agency is necessary. |
| 0003 | Refer for Screen 2. |
| 0004 | Determine if referral to Domestic Abuse service provider is necessary. |
| 0005 | Refer to psychologist, DVR or private vocational rehabilitation agency. |
| 0006 | Refer to AODA service provider. |
| 0007 | Declined to respond. |

- (6) In order to provide W-2 agencies with clear and objective guidelines for meeting the Literacy and Numeracy Gains performance standard and ensure that the W-2 program complies with anticipated federal performance measures for federally-funded employment and training programs, DWD's enforcement of the Literacy and Numeracy Gains standard will be based on federal guidance issued by the Department of Labor (DOL) in its Training and Employment Guidance Letter (TEGL) 15-03 of December 10, 2003. TEGL 15-03 is accessible via the DOL web site at:

http://www.workforceatm.org/articles/template.cfm?results_art_filename=tegl1503.htm

This guidance is in turn based on the Educational Gains measures of the National Reporting System (NRS) developed by the U.S. Department of Education, Division of Adult Education and Literacy. These NRS measures call for the use of tests or other assessment tools linked to a set of Educational Functioning Level Descriptors designed to provide objective standards and greater consistency in measuring increases in skills. Further information on the W-2 Literacy and Numeracy Gains Successful Completion performance standard is outlined in Operations Memorandum 04-14, issued on March 18, 2003, and accessible via the following web site:

<http://dhfs.wisconsin.gov/em/ops-memos/2004/pdf/04-14.pdf>

See endnote 8 below for further guidance in using these descriptors to determine a "successful completion" for performance standards purposes.

(7) To measure increases in participants' basic educational skills and meet the Literacy and Numeracy Gains performance standard, W-2 agencies must assess the skills of each participant using one of the following tools or tests for all pre and post educational assessments as of April 1, 2004:

- Comprehensive Adult Student Assessment System (CASAS, Life Skills)
- Test of Adult Basic Education (TABE, Forms 5-6, 7-8, and 9-10) (Survey or Battery)
- Adult Basic Learning Examination (ABLE, Forms E-F)
- Adult Measure of Educational Skills (AMES, Forms 1 and 2)
- WorkKeys (for the following ABE levels: High Intermediate Basic Education, Low Adult Secondary Education, and High Adult Secondary Education)
- Student Performance Levels (SPL) for ESL
- Basic English Skills Test (BEST) for ESL

The testing must be recorded in CARES on WPED. WPED has been updated to reflect the allowable testing tools, see Operations Memo 04-56.

<http://www.dhfs.wisconsin.gov/em/ops-memos/2004/pdf/04-56.pdf>

(8) To claim a successful completion for a participant, pre- and post-testing (using one of the tools or tests listed in endnote 7) must show an increase in score that represents an advancement of at least one Educational Functioning Level as indicated on the Educational Functioning Level Descriptors chart, accessible via the W-2 performance standards web site at:

http://www.dwd.state.wi.us/dws/W2/pdf/descriptors_table.pdf

Further information on the use of this chart in meeting the W-2 Literacy and Numeracy Gains Successful Completion performance standard is outlined in Operations Memorandum 04-14. As new information is forthcoming from the U.S. Departments of Labor and Education, further operations memoranda may be issued to update information about the acceptable tests/tools and how scores for those tests/tools relate to the Educational Functioning Levels. The chart posted on the performance standards web site may be updated periodically to reflect this new information.

(9) Timely Entry of Extensions has been re-designated as "Information Only" and will be monitored by the Regional Offices for compliance with Department policy.

(10) The Information Only performance standards will be monitored by Regional Office for compliance for Department policies.

USE OF UI DATA

As noted in the chart above, the Contract Performance standard is made up of several sub-indicators, three of which (Recorded Employment, Job Retention, and Earnings Gain) are measured using data gathered from the Unemployment Insurance (UI) database..

The denominator event for the UI Recorded Employment, Job Retention, and Earnings Gain performance standards is defined as:

- **All individuals who left FSET or a W-2 non-CMU/CMF placement in the event quarter and did not return to either FSET or a W-2 non-CMU/CMF placement in any of the following three quarters.**

The numerators for each of the UI standards are as follows:

- For Recorded Employment: Of those in the denominator, the number with recorded UI earnings in the first quarter after the denominator event occurred.
- For Job Retention: Of those in the denominator, the percentage with recorded UI earnings in each of the three quarters, after the denominator events occurred.
- For Earnings Gain: Of those in the denominator, the number with recorded UI earnings in the first and third quarters the denominator event occurred, where the amount earned in the third quarter is greater than the amount earned in the first quarter.

Border Counties

For Wisconsin counties bordering on a neighboring state, Wisconsin UI data may significantly under-represent outcomes for program participants employed in that state. In order to compensate for this aspect of UI data, agencies administering W-2 in border counties will receive a credit toward the three UI-based Contract Performance measures.

The following counties are eligible for the border county credit:

- | | |
|---------------------|------------------------|
| 1. Buffalo County | 12. LaFayette County |
| 2. Burnett County | 13. Marinette County |
| 3. Crawford County | 14. Pepin County |
| 4. Douglas County | 15. Pierce County |
| 5. Florence County | 16. Polk County |
| 6. Forest County | 17. Rock County |
| 7. Grant County | 18. St. Croix County |
| 8. Green County | 19. Trempealeau County |
| 9. Iron County | 20. Vernon County |
| 10. Kenosha County | 21. Vilas County |
| 11. LaCrosse County | 22. Walworth County |

Border County Credit Calculation

To ensure that agencies understand how the application of the Border County Credit , the example below shows the effect of the credit on a consortium.

*****The data used is for demonstrative purposes only*****

Example: Recorded Employment Performance Standard
Border County Credit 16.30%

Agency: Southwest Consortium

| | Numerator | Denominator | Percentage | % with Credit Applied | Weighted Numerator |
|-------------------|-----------|-------------|------------|-----------------------|--------------------|
| Grant County* | 15 | 46 | 32.6% | 48.9% | 22 |
| Green County* | 64 | 128 | 50.0% | 66.3% | 85 |
| Iowa County | 7 | 30 | 23.3% | 23.3% | 7 |
| LaFayette County* | 13 | 44 | 29.5% | 45.8% | 20 |
| Richland County | 27 | 72 | 37.5% | 37.5% | 27 |
| Agency Totals | 126 | 320 | 39.4% | | 162 |

Performance Rate 50.6%

Weighted Numerator Denominator * % with Credit Applied
Calculation:
Performance Rate: Agency Weighted Numerator / Agency Total Denominator

* = Border County